

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OL Annual Operational Safety and Health Program Report

FROM:

John M. [redacted]  
Director of Logistics

EXTENSION

NO.

OL - 4/21-88

DATE

3 November 1988

TO: (Officer designation, room number, and building)

DATE

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COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/SD/OMS  
[redacted]

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SECRET

0 4 NOV 1988

MEMORANDUM FOR: Chief, Safety Division, Office of Medical Services

FROM: John M. Ray  
Director of Logistics

SUBJECT: Office of Logistics Annual Occupational Safety and Health Report

REFERENCE: Memo to D/L fm C/SD/OMS, dtd 20 Sep 88, Subj: Agency Occupational Safety and Health Program, Annual Report to the Secretary of Labor

1. Attached is the Office of Logistics (OL) Annual Occupational Safety and Health Report for 1988. This year's report follows the new guidelines suggested in the reference and includes the past year's accomplishments, goals for the upcoming year, and suggestions for the future.

2. The report is divided by groups within OL and does not duplicate those programs for which the Safety Division is solely responsible.

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John M. Ray

Attachment:  
As stated

This memorandum is unclassified  
when separated from attachment

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SUBJECT: Office of Logistics Annual Occupational Safety and  
Health Report

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Occupational Safety and Health Program

Annual Report for FY88

Name and Address of Facility/Component:

Printing and Photography Group, Office of Logistics

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STAT

Number of Employees:

STAT

Name of Facility/Component Safety Officer:

Paragraphs are numbered to reference questions 2 through 4 on survey.

2. The primary methods utilized by Printing and Photography Group (P&PG) to assure that employees receive job health, safety awareness, and hazard recognition training is through attendance at Agency training courses. Last year, seventeen P&PG employees attended various runnings of the Basic Health and Safety Course and nine attended the Advanced Health and Safety course which incorporated hazard recognition exercises. Additionally, a special running of the OSHA, Hazardous Materials course was attended by eight P&PG employees.

3. Planned safety and health goals for next year are to perform plant inspection walkthroughs to identify potential working and health hazards. Last year, all employees in the Press Branch and Bindery Branch had audiograms. Arrangements are being made to have employees in the same areas retested again next year. Additionally, various areas of the plant will be checked again this year for adequate ventilation where solvent and chemical vapors are present in the air. The OMS Safety Staff has checked chemical concentrations in areas where odors are noticeable and found them to be within acceptable limits. This testing will be continued as requested and when new chemicals are introduced into the plant. For next year, we plan to determine the feasibility of installing a sound warning device in the press and bindery area that will alert employees when noise levels exceed regulated limits and hearing protection must be worn. In order to determine noise exposure levels, P&PG has inquired whether portable sound measuring devices are available that can be worn by employees in the press room and bindery. While the initial response was that the Safety Division could not provide such monitors, they may be available commercially and P&PG is evaluating whether or not to purchase the equipment.

In addition to safety inspection, testing for chemical concentrations, and noise monitoring, P&PG will continue sending employees to health and safety courses during the coming year.

4. P&PG has three government vehicles assigned for official use. The vehicles are available for use on official business by any employee holding a valid driver's permit. All employees received the notice on Safety Belt Usage Policy disseminated in September 1987. Since the vehicles are not used to carry passengers and the only occupant is usually the driver, observation would be impractical and no safety belt use observation surveys have been maintained by P&PG. There have been no automobile accidents involving P&PG government vehicles reported during the past year.

Occupational Safety and Health Program

Annual Report for FY88

Name and Address of Facility/Component:

Facilities Management Group, OL/DDA

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STAT

Number of Employees:

STAT

Name of Facility/Component Safety Officer:

MEMORANDUM FOR: Chief, Planning Staff, OL

FROM:

Chief, Facilities Management Group, OL

SUBJECT: Agency Occupational Safety And Health Program,  
Annual Report For The Secretary Of Labor

1. At the end of FY 88, the Facilities Management Group (FMG) had [ ] staff and contract employees. The acting Component Safety Officer is [ ] who assumed the responsibility in mid September. She replaced [ ] who was reassigned in mid August.

2. Following are statistics on accidents in FMG for FY 88:

Number of accidents	6
Fatalities	0
Lost time	2 days
Restricted duty	3 days
Disabilities	0

3. The above injuries may have been avoided had employees been more alert. No change in procedure or activity has been identified that may have prevented the accidents.

5. The following goals have been set for FY 89:

- a. Schedule the Basic Health and Safety Course for all new employees and all other employees that have not had the course in the last five year.
- b. Conduct safety inspections in the central plant, electrical vaults, mechanical rooms, and UPS rooms and correct all deficiencies found.

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- c. Continue with the program to identify, encapsulate and/or remove asbestos on renovation projects.
- d. Replace leaking underground fuel storage tanks at the Motor Pool with EPA approved tanks.
- e. Remove all electrical transformers from the compound containing PCB in accordance with EPA regulations.
- f. Establish a Safe Driver of the Month program for Motor Pool drivers.

6. The following goals were accomplished during FY 88:

- a. Identified and labeled piping and ducts with asbestos thermal insulation in mechanical rooms.
- b. Encapsulated or removed asbestos thermal insulation on piping and duct systems in mechanical rooms.
- c. Labeled all electrical vaults housing electrical transformers containing PCB.

- e. Made reports to local and national authorities on accidental spills that could have impact on the environment.
- f. In conjunction with OMS/SD, conducted flow rates on all compound fire hydrants.
- g. Assisted OMS/SD and the Environmental Health & Preventative Medical Officer in improving the quality of life for Headquarters employees.

7. Should there be need for additional information, please contact Robby on secure extension

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OL/FMG/HD.  (XX October 1988)

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